



Little Garden International School, Guam

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Dear Parents and Families,

Given the recent COVID-19 Pandemic affecting our island community, we have implemented the following procedures to ensure the safety, health, and well-being of the children, staff, and families of Little Garden International School.

What is COVID-19?

COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' stands for virus, and 'D' for disease. Formerly, this disease was referred to as "2019 novel corona virus.

How is COVID-19 Spread?

COVID-19 is primarily transmitted from people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects or surfaces.

Who is at Risk for Coronavirus?

The virus that causes COVID-19 infects people of all ages. However, those who are at higher risk of getting sever COVID-19 disease are older people (people over the age of 60); and those with underlying medical conditions (such as cardiovascular disease, diabetes, chronic respiratory disease, and cancer).

Any persons that fall under these criteria are advised not to drop off or pick up children from school.

What are the Symptoms of COVID-19?

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Vomiting and/or diarrhea

The following changes have been made to our policy and procedures:

Check-In and Pick-Up

- Parents and children will need to enter the hotel from the lobby and have their temperature checked by hotel staff. Parents will report the temperature to staff upon arrival to the center. Parents and child (ren) will be greeted outside the center where a designated staff will conduct a health screening from 6 ft away.
- Staff will look for signs of illness such as flushed cheeks, runny nose, cough, or restlessness
- Staff will also ask parents:
 - Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
 - Are you, your child, or anyone in your household experiencing any of the symptoms listed above?
 - Do you or your child have any other signs of communicable illness such as a cold or flu?
If the answer is “yes” to any of the above questions, staff will not accept your child for care.
- Parents/Guardians will use their own pens when signing in and out
- Parents/Guardians and staff will be required to wear cloth face coverings during drop off and pick up.
- Children and staff will be required to wash their hands immediately upon entering the building. When children are received for drop-off, they will be escorted into the nearest bathroom where their hands will be washed prior to being brought to their classroom/childcare area.
- Upon your arrival to pick up your child, a staff member will bring your child out to you. Doing so will limit direct contact and help us to maintain social distancing.

What we will do for your child’s safety and well-being while they are in our care.

Healthy Environment Indoors:

- We will separate children into smaller groups that fall within local guidelines for classroom size.
- We will not share equipment with other groups and will clean equipment between uses.
- All classrooms will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission.
- We will provide separate containers of art supplies for each child for individual use.
- Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys, and games that children play with throughout the day.
- There will be a designated Wash Bin for any toys that have been mouthed or in contact with bodily fluids.

- We will perform an enhanced deep cleaning and disinfecting every night in all areas, on all touched surfaces.
- Doors will be left open as often as possible to allow fresh air to flow throughout the center.
- Staff will have access to anti-bacterial hand sanitizers and disposable gloves and use them as needed.
- Staff and children will follow all proper hand washing procedures.
- Staff and children will wash hands:
 - Upon entering the facility
 - Before and after meals
 - After coughing, sneezing, or blowing their nose
 - Before and after using the toilet
 - Before and after administering medication to children
 - After outdoor play
 - Between changing activities
 - Before going home
- Staff and children will follow proper coughing and sneezing etiquette. (Cover your cough and sneeze with a tissue please. Discard of tissue after use. Wash hands.)
- No inhouse program tours will be given until further notice.
- Only staff and students enrolled in our program will be allowed in the building, apart from DPHSS/Licensing staff conducting routine inspections.

Healthy Environment Outdoors:

- We will limit outdoor play to one group at a time.
- Outdoor play equipment will be given to each individual group.
- We will stop the use of sensory tables at this time
- Children and staff will wash hands after outdoor play

Maintaining Physical Distance

- Classroom environment will be set up with a 6 ft distance between interest areas.
- Teachers will conduct circle time activities outdoors when possible.
- We will limit time children need to wait in line, but place markers on the floor to indicate how far apart they should stand.
- Teachers will offer activities that encourage individual play such as: puzzles and other manipulative's, free art, blocks, and books.
- Only one group of children will be allowed on the playground at a time.
- When sitting at the table, children will be spaced 4 ft apart.

Nap Time

- Cots and cribs will be placed 6 ft apart and children will be arranged in head to toe positions.
- Cots and cribs will be sanitized after each use.
- Bedding will be kept separate and sent home at the end of the week for laundering.

Meals and Snacks

- All surfaces will be cleaned and disinfected before and after meals using materials approved by EPA.
- Children will eat with their designated class and be spaced 4 ft apart to maintain physical distancing.
- All staff and children will wash hands before and after eating meals or snacks.

Safe Practices While Caring for Infants and Toddlers

As infants and toddlers still need to be held for comfort, feeding, and changing, staff will take the following measures to keep themselves and the children safe:

- Staff will wear long sleeved, loose, button down shirt and tie hair back while holding and feeding infants and toddlers.
- Staff will wash their hands before and after handling infant bottles prepared at home or at the facility.
- Staff will follow CDC's diaper changing procedures.
- Staff will place any contaminated clothing in a plastic bag to be sent home for washing.
- Infants and toddlers will be given their own bins of toys to play with during the day, all mouthed toys will be set aside for cleaning and disinfecting at the end of the day.

Child Health

- Staff will receive training on COVID-19 symptoms as well as preventive measures.
- Older children will be encouraged to wear cloth face coverings if they are able to remove the cloth face covering independently.
- Children who start to experience symptoms of respiratory illness, including a fever of >100.4 while at childcare, will be isolated from other children until they can be picked up.
- Until further notice, all program field trips and special events will be suspended.

Staff Health & Wellness

- Staff will receive additional training on infection control and workplace disinfection.
- Staff will receive additional training on social and emotional health practices.
- Staff will be required to wear cloth face coverings during working hours.
- Staff will not share their phone, devices or meal or utensils with one another or children.
- Staff will check their temperature at the beginning of each shift and notify their supervisor if >100.4 as well as self-monitor for signs and symptoms of COVID-19 and notify their supervisor if any develop (fever or respiratory symptoms).

- Staff will wash their hands immediately upon entering the program and immediately prior to leaving.
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.

Children and Staff must remain out of the center if any member of their household has or has been in close contact with anyone who has:

- A suspected or confirmed case of COVID-19 (for example-close contact at school, work, religious service, social gathering): or
- Traveled off island

Children and staff may return to school 14 days after last potential exposure provided these three things have happened:

- At least 10 days have passed since any household member first experienced symptoms and
- Symptoms have improved for any household member that experienced symptoms (for example, cough, or shortness of breath has improved); and
- The household has been free of fever for at least 72 hours without the use of fever reducing medicines
- **Doctor's clearance will also be required for returning to school. A family member may not issue the doctor's clearance.**

Household Members: *include individuals who may not live in the household but may be staying there and are otherwise present in the household on a regular basis (e.g. other relatives, outside caregivers, contractors, home health care workers, etc..) and include anyone with privileges to pick up and drop off children at the center.*

Close Contact: *is defined by CDC as (1) being within approximately 6 feet of a COVID-19 case for a prolonged period of time and can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case, or (2) having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on). Considerations when assessing close contact include the duration of exposure and the clinical symptoms of the person with COVID-19.*

Tuition

- No unpaid vacation weeks will be allowed to be used by families during this time period.
- As long as we are open and your child is in attendance, tuition will be due in full. This includes if we are only open for a portion of a week and need to close for the remainder of the week.
- If you work from home and choose to keep your children at home, you will be required to pay all of your normal monthly tuition to retain your spot.
- If you choose to pull your child out and not pay, there is no guaranteed spot upon a request to return.
- At this time, if the government forces a closure for an extended period of time, part of tuition will still be due to retain a spot for your child.

Communication

- Please update all emergency contact information.
- Please call the center if your child will be absent and inform staff of the reason.
- Please let us know if you have any questions or concerns regarding your child's safety during this pandemic and what we can do to improve our practices.

We want to ensure you that we will also continue to provide lessons and activities that focus on your child's growth in the physical, social, emotional, cognitive, and language domains. We will continue striving to make Little Garden International School a place where young minds blossom and grow. Our school may look different, but our mission remains the same.

Thank you for your understanding and patience as we implement these new procedures. Our goal is to minimize disruption while at the same time keeping you, your family and our staff healthy and well.

Sincerely,

Konica Atalig
Little Garden International School, Guam
Director